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Office Memorandum • UNITED STATES GOVERNMENT

TO : Assistant Director of Logistics

DATE: 9 June 1955

FROM : Chief, Administrative Staff

SUBJECT: Weekly Activity Report

1. GENERAL



25X1A

c. Freight Elevator at Temporary [REDACTED] (continued item)

25X1A

25X1A

It is expected that the modifications to Temporary [REDACTED] Building, in connection with the installation of the freight elevator, will be 99% completed within another week. Bids on the procurement of the elevator will open on 15 June 1955, and it is anticipated that the elevator will be installed within 60 days.

2. PROJECTS AND STUDIES IN PROCESS

a. Logistics Supervisory Training Program (continued item)

An additional training session was held at the [REDACTED] Depot this week, completing the supervisory program at that station. Films on "Building Morale" and "Dealing with Dissatisfied Employees" were featured.

25X1A

SECRET

~~SECRET~~

3. OTHER ITEMS OF INTEREST

a. Personnel Report (continued item)

Personnel statistics for the week ending 9 June 1955 are as follows:

<u>Personnel Ceiling</u>	<u>On-Duty Strength</u>	<u>T/O Strength</u>
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25X9



b. Logistics Support Course (continued item)

The Field training phase of the Logistics Support Course began this week. The first week's program consists of training in Field Station Support Activities, including Procurement, Supply, and Motor Pool.

c. Special Field Training for Ordnance Personnel (new and completed item)

25X1A

In conjunction with OTR, a special one-week program in the [REDACTED] is being held in the field training site this week for four Logistics personnel.

25X1A

d. Current Training - General (new and completed item)

(1) Six OL personnel attended the one-half day TSS orientation program on 9 June.

(2) Two Logistics personnel are enrolled in the BOC program beginning 6 June 1955.

25X1A




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25X1A

FY 1956 Operating Budget
FY 1956 Congressional Budget
Increases

<u>01</u>	<u>02 - 09</u>	<u>Total</u>
		

f. Rescission of OSO and OPC Regulatory Material (new and
and completed item)

OSO and OPC regulatory material has been rescinded and is
being recalled for disposition.

g. Mail and Courier Activities (continued item)

(1) Mail Activities

Increase or decrease
over previous report

Post Office Mail

Incoming

4,098

- 104

Outgoing

5,604

/ 68

9,702

- 36

Postage Expended

\$818.94

/ \$212.74

(2) Courier Activities

Scheduled Courier Trips

315

/ 63

Special Courier Trips

147

- 12

Inter-Agency Mail by Courier

Incoming

1,959

/ 467

Outgoing

2,367

/ 506

4,326

/ 973

25X1A



OL/AS/mel

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